



PREVENTIVE MAINTENANCE PROCEDURE

Document Number:

Revision

Supersedes ID

Table of Contents

1.0 PURPOSE	2
2.0 SCOPE	2
3.0 DEFINITION	2
4.0 RESPONSIBILITIES	2
5.0 PROCEDURE	4
6.0 ASSOCIATED REFERENCE DOCUMENTS	4
7.0 HISTORY OF CHANGE	5
8.0 DOCUMENT APPROVAL	5
PREVENTIVE MAINTENANCE REQUEST FORM	6
EQUIPMENT PERFORMANCE SUMMARY CHECKLIST	7

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1.0 PURPOSE

Describe the preventive maintenance instructions for all equipment and instruments used at the site.

This procedure aims to establish the routine service work to keep an equipment up and running at optimum conditions, preventing any unplanned downtime and expensive costs from unanticipated equipment failure.

It will manage the preventive maintenance requirements, activities, spare parts and preventive maintenance records. Moreover, it organizes preventive maintenance works, schedules, preventive maintenance delivery, grading and history.

2.0 SCOPE

This standard operating procedure is applicable for the preparation of Preventive Maintenance procedures or programs for all equipment or systems installed in the company site.

Applies to all personnel responsible for the execution and verification of calibration procedures for measuring and test equipment in operation.

3.0 RESPONSIBILITY

Officer/ Executive- Engineering department shall be responsible for the preparation of Preventive Maintenance procedure or programs.

Accountability: Head of Engineering/ designee shall be responsible for the implementation and compliance of this procedure.

4.0 ABBREVIATIONS AND DEFINITIONS:

- Preventive Maintenance: Maintenance of equipment/instruments/ systems at a pre-determined frequency to ensure optimum functioning and to minimize breakdown.
- Breakdown Maintenance -Maintenance of equipments and instruments in event of their breakdown.
- Preventive Maintenance- A schedule which gives frequency in terms of dates or Schedule days or period at which the preventive maintenance shall be undertaken

5.0 PROCEDURE

Each equipment or Instrument or a system shall have a Preventive Maintenance Procedure in the shape of a Standard Operating Procedure (SOP).